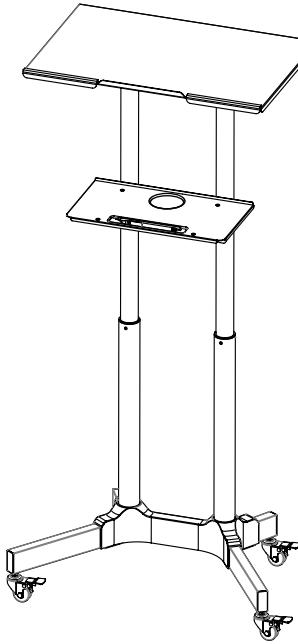




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## Multi-Purpose Mobile Podium

### Instruction Manual



**SKU: CART-V03E/W**



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/cart-v03e>

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GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



help@vivo-us.com



www.vivo-us.com  
*Chat live with an agent!*



309-278-5303

# **WARNING!**

If you do not understand these directions, or if you have any doubts about the safety of the installation, please call a qualified technician. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.

## **TIPOVER WARNING**

SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER. TO HELP PREVENT TIPOVER:

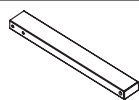
- NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF CART.
- USE TIPOVER RESTRAINT OR ANCHOR CART TO WALL

**USE OF TIPOVER RESTRAINTS MAY ONLY REDUCE, BUT NOT ELIMINATE RISK OF TIPOVER.**

## **WARNING: CHOKING HAZARD**

SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

### **PACKAGE CONTENTS**



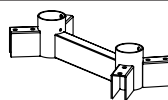
**A (x2)**  
Long Square  
Tube



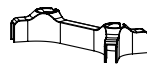
**B (x2)**  
Short Square  
Tube



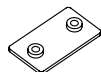
**C (x4)**  
Caster



**D (x1)**  
Tube Connector



**E (x1)**  
Tube Connector  
Cover



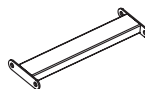
**F (x4)**  
M6 Socket Plate



**G (x2)**  
Pole Set



**H (x4)**  
Plastic Sleeve



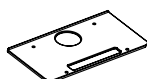
**I (x1)**  
Connecting  
Tube



**J (x2)**  
Plastic Knob



**K (x2)**  
Shelf Support



**L (x1)**  
Shelf



**M (x1)**  
Top Plate



**N (x1)**  
Right Connecting  
Plate



**O (x1)**  
Left Connecting  
Plate



**P (x2)**  
Lever



**Q (x2)**  
Soft Pad



**S-A (x4)**  
M6 Nut



**S-B (x8)**  
M6x60mm  
Bolt



**S-C (x12)**  
M6x10mm  
Screw



**S-D (x4)**  
M4x6mm  
Screw



**S-E (x2)**  
M5x6mm  
Set Screw



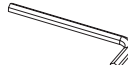
**S-F (x2)**  
M6 Washer



**T-A (x1)**  
2mm Allen  
Wrench



**T-B (x1)**  
4mm Allen  
Wrench



**T-C (x1)**  
5mm Allen  
Wrench



**T-D (x1)**  
Wrench

**NOTE: NOT ALL HARDWARE INCLUDED WILL BE USED**

DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.



TOP SHELF



BOTTOM SHELF

TOOLS NEEDED

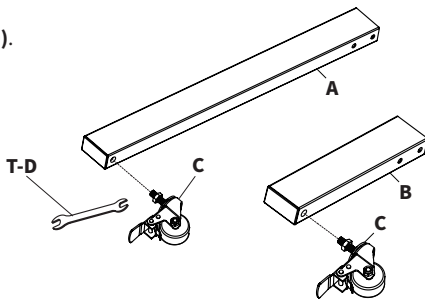


Phillips  
Screwdriver

## ASSEMBLY STEPS

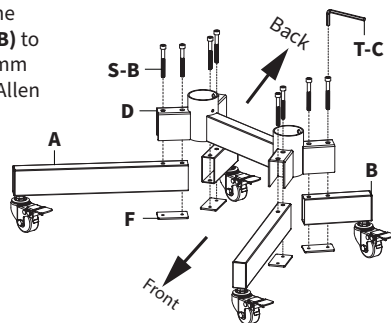
### STEP 1

Attach Casters (**C**) to Short and Long Square Tubes (**A, B**) using the provided Wrench (**T-D**).



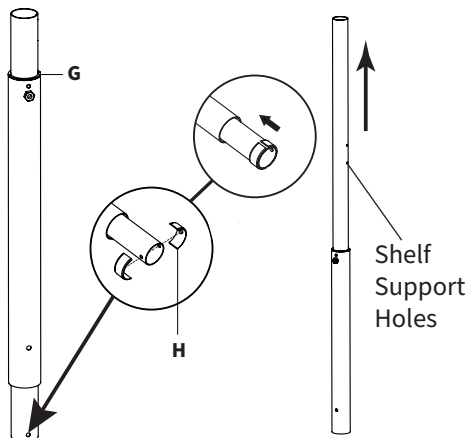
### STEP 2

Attach the Long Square Tube (**A**) to the front of the Tube Connector (**D**) and the Short Square Tube (**B**) to the back of the Tube Connector (**D**) using M6x60mm Screws (**S-B**), the M6 Socket Plate (**F**), and 5mm Allen Wrench (**T-C**).



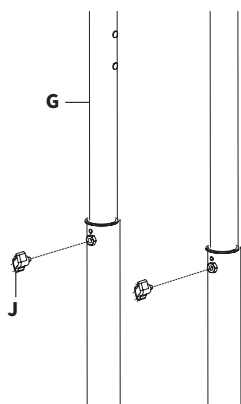
### STEP 3

Attach Plastic Sleeves (**H**) to Pole Set (**G**) as shown. Slide the inner poles upward with the plastic sleeves fitting inside the outer poles, then extend the inner poles upward until both shelf support holes are visible.



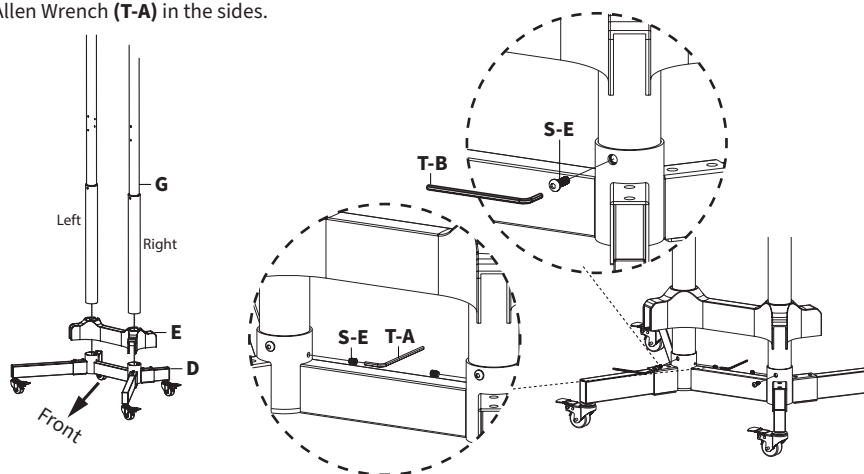
## STEP 4

After making sure the poles are at the same height, insert Plastic Knobs (**J**) into the back of the Pole Set (**G**) to set the height of the Inner Poles.



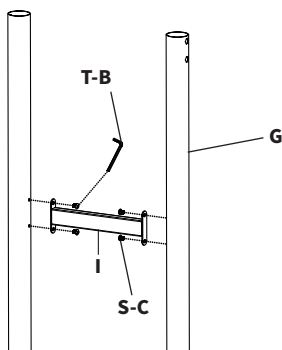
## STEP 5

Slide Tube Connector Cover (**E**) over Pole Set (**G**). Attach Pole Set (**G**) to Tube Connector (**D**) using M6x10mm Screws (**S-C**) and 4mm Allen Wrench (**T-B**) in the back, and M5x6mm Set Screws (**S-E**) and 2mm Allen Wrench (**T-A**) in the sides.



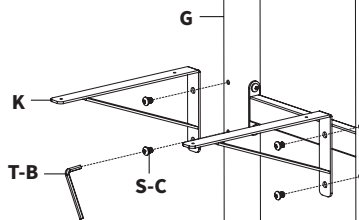
## STEP 6

Mount Connecting Tube (**I**) to Pole Set (**G**) using M6x10 Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



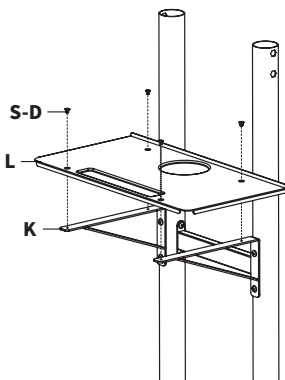
## STEP 7

Attach Shelf Supports (**K**) to Pole Set (**G**) using M6x10 Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



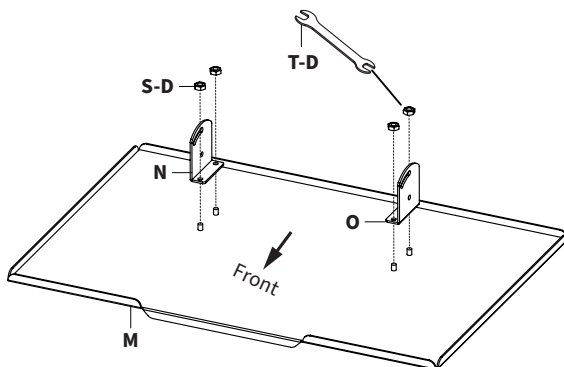
## STEP 8

Attach the Shelf (**L**) to Shelf Supports (**K**) using M4x6mm Screws (**S-D**). Tighten with a Phillips screwdriver.



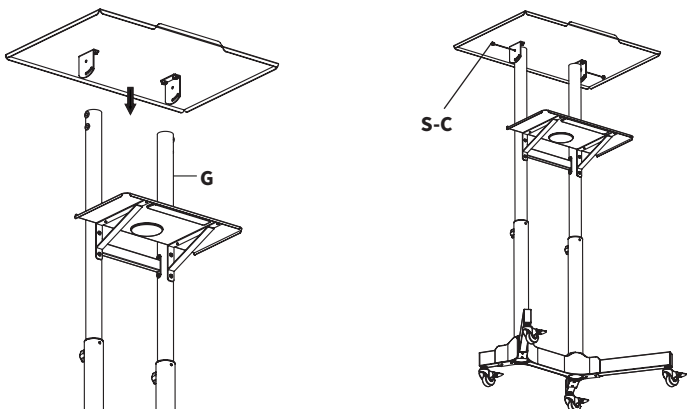
## STEP 9

Mount the Right and Left Connecting Plates (**N, O**) to the Top Plate (**M**) using M6 Nuts (**S-A**) and tighten with the provided Wrench (**T-D**). The slots in the connecting plates must be facing towards the front.



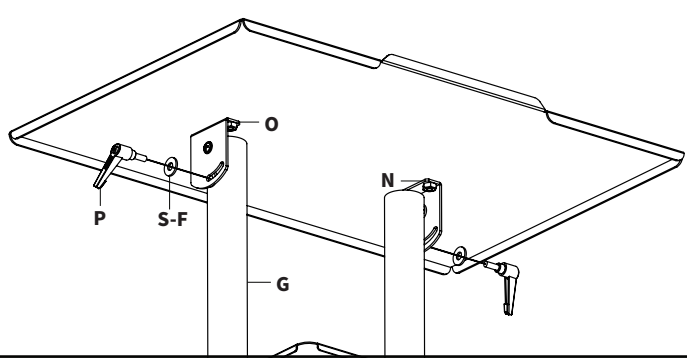
## STEP 10

Place the assembled top plate onto Pole Set (**G**), and secure with M6x10mm Screws (**S-C**) and 4mm Allen Wrench (**T-B**).



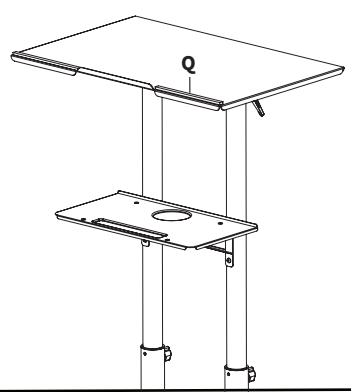
## STEP 11

Insert Levers (**P**) with M6 Washers (**S-F**) through the slots in Connecting Plates (**N, O**) and screw into Pole Set (**G**).



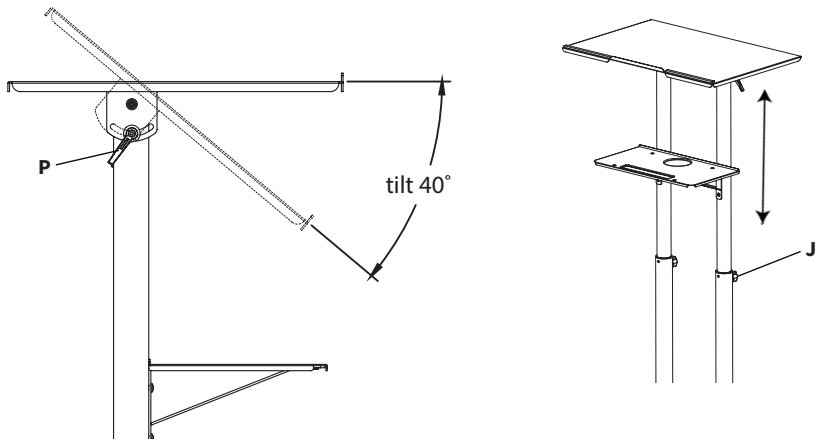
## STEP 12

Attach Soft Pads (**Q**) to the top front edge of the assembled top plate.



## STEP 13

Loosen Levers (**P**) to adjust the tilt angle, then tighten in the desired position. Adjust the height by loosening Plastic Knobs (**J**), then tighten at the desired height.



## STEP 14





Open **Monday - Friday 7:00am - 7:00pm** CST,  
our dedicated support team can offer immediate assistance with rapid response times. If any parts are received damaged or defective, please contact us. We are happy to replace parts to ensure you have a fully functioning product.



309-278-5303

**AVG. RESOLUTION TIME** (*within office hrs*): **5M 4S**



[www.vivo-us.com](http://www.vivo-us.com)  
*Chat live with an agent!*

**AVG. RESOLUTION TIME** (*within office hrs*): **< 15 M**



[help@vivo-us.com](mailto:help@vivo-us.com)

**AVG. RESPONSE TIME** (*within office hrs*): **1HR 8M**

- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr